

*final* November 12, 2003

**ARCHITECTS SECTION MEETING  
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,  
PROFESSIONAL ENGINEERS, DESIGNERS AND LAND SURVEYORS  
MINUTES  
July 23, 2003**

**PRESENT:** Dennis Cerreta, Arno Haering, and James Otto

**STAFF PRESENT:** Kimberly Nania, Bureau Director; Wayne Austin, Legal Counsel; Pat Schenck, Program Assistant, and Division of Enforcement Staff.

**GUESTS:** Thom Lowther, AIA/CES Director  
Bill Babcock, AIA Wisconsin

**CALL TO ORDER**

James Otto called the meeting to order at 9:35 a.m. A quorum of 3 members was present.

**AGENDA**

**Additions to the Agenda:**

- Item 9, delete 9 a. "NCARB Annual Meeting Report – James Otto".
- Item 10, change to "NCARB Annual Meeting Report".

**MOTION:** Dennis Cerreta moved, seconded by Arno Haering, to adopt the agenda with additions. Motion carried unanimously.

**MINUTES APRIL 10, 2003**

**MOTION:** Arno Haering moved, seconded by Dennis Cerreta, to approve the minutes of April 10, 2003 as written. Motion carried unanimously.

**ADMINISTRATIVE REPORT  
KIMBERLY NANIA – BUREAU DIRECTOR**

Kimberly Nania reported on the Board Chairman's meeting conducted on Tuesday, June 24, 2003 with Secretary Donsia Strong Hill. Issues discussed related to the fee study by Grant

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Thornton, department budget, and possible means of cutting expenses. Two areas that incur large expenditures are board travel, printing and postage costs. Ways to reduce expenses in these areas are being explored.

Dr. Nania announced the department would be conducting another Board Member Workshop on October 14, 2003.

### **SECTION ROSTER**

Noted.

### **2003 MEETING DATES**

The Section reviewed the 2003 meeting dates and noted the Rules Committee meeting was cancelled on July 15, 2003.

### **REGULATORY DIGEST**

The Department is working on creating an electronic version of the Regulatory Digest newsletters.

### **BOARD APPOINTMENT STATUS UPDATE**

Board members whose terms expired in July will continue to serve on the Board until they resign, are reappointed, or replaced.

### **SUMMARY REPORTS ON PENDING COURT CASES, DISCIPLINARY CASES AND ADMINISTRATIVE RULES AND PRESS RELEASES**

Noted.

### **LEGISLATIVE ISSUES LICENSURE EXPERIENCE REQUIREMENTS UPDATE**

Education and experience requirements for architects rule is being drafted at the Legislative Reference Bureau.

## **APPLICANT REVIEW OF EXAMS UPDATE**

Applicant review of examinations for architects, landscape architects and professional engineers rule is being drafted at the Legislative Reference Bureau.

## **CONTINUING EDUCATION UPDATE**

Enabling legislation permitting continuing education for architects, landscape architects, professional engineers, designers, and land surveyors rule is being drafted at the Legislative Reference Bureau.

## **DISCUSSION/PRESENTATION OF CONTINUING EDUCATION REQUIREMENTS**

### **PRESENTATION BY THOM LOWTHER, AIA/CES DIRECTOR**

Thom Lowther gave a presentation to the Board on impacting the design profession through continuing education credits through the American Institute of Architects (AIA). Mr. Lowther explained AIA's continuing education resources. AIA has a panel of 12 architects from around the country who oversee providers of continuing education credits, monitoring and auditing providers, types of credits offered, locations and transfer options from state to state.

The Board discussed the benefits, if any, in requiring architects to take continuing education credits in Wisconsin. The department receives very few complaints from the public.

The Board decided to wait until they have a full Board to make decisions on continuing education in Wisconsin.

### **2005 REGIONAL NCARB MEETING IN WISCONSIN, JAMES OTTO**

James Otto announced that the 2005 Regional NCARB Meeting will be held in Milwaukee, WI. on March 10-12, 2005. This will be a joint conference with Region II and Region IV. The Pfister is the hotel of choice in Milwaukee. Forensic architecture will be one of the topics at this meeting. They would like Department staff to call area businesses, Chamber of Commerce departments, etc. to collect memorabilia pertaining to the State of Wisconsin and put together free goody bags to hand out at the NCARB meeting in Milwaukee.

Hotel arrangements, meeting arrangements, costs, catering will be paid for by NCARB. Charlotte Wilcox, NCARB Executive Administrator, is handling all the arrangements.

**NCARB  
NCARB MEMO RE: RECIPROCITY IMPEDIMENTS**

The Board reviewed the corrected NCARB Reciprocity Impediments Questionnaire Responses as compared with NCARB Recommendations form, regarding reciprocity impediments. Results of this questionnaire were discussed at the 2003 NCARB Annual Meeting in San Antonio in June. Changes to this questionnaire were discussed at the Annual Meeting workshop.

**NCARB BOARD OF DIRECTORS REPORT**

Information only.

**NCARB NEWS RELEASE RE: FIRE SAFETY IN BUILDINGS**

Information only.

**UPCOMING OUT-OF-STATE TRAVEL REQUESTS OR CONFERENCES**

NCARB combined mid-state meeting with Region IV and Region VI in Santa Monica, CA. March 18-23, 2004. Education of architects pre-licensed and post-licensed will be some of the topics for discussion. Mr. Otto, Vice Chair of Region IV, is on the program committee for this meeting.

2004 NCARB Annual Meeting and Conference will be held in Portland, OR. on June 23-26, 2004.

**NCARB ANNUAL MEETING REPORT**

Mr. Otto reported on the NCARB Annual Meeting in San Antonio, TX. Dues for Region IV increased by \$500.

NCARB is pursuing international agreements and removal of impediments to reciprocity. Some resolutions were withdrawn. The rest passed.

Workshops offered were:

“Upgrade to First Class: Eliminate Impediments”

“Sealing the Deal – Prototypical documents” - How do they affect our registration laws and rules? Do they violate our regulatory laws?

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“Competency Revisited: The ARE Rolling Clock” How often should a candidate be allowed to take the Architect Registration Exam? Unlimited retakes on a section. Time expiration limits for previously passed sections on an exam?

### **PRACTICE ISSUES**

None.

### **FUTURE SECTION INITIATIVES DISCUSSION – JAMES OTTO**

Mr. Otto distributed potential future section initiatives to the Board for review and discussion. Some of the future initiatives listed were: examination review, examination time limits, prototypical documents, design build, NAAB degree requirement, reinstatements, IDP requirements for registration by comity, NCARB certificate and file for registration by comity, interior design, and continuing education.

The Board decided to wait until they have a full Board to address some of these issues.

### **MISCELLANEOUS CORRESPONDENCE/INFORMATION NEW MEXICO BOARD MEMBERS’ GUIDE TO ADMINISTRATIVE DISCIPLINE**

Information only.

### **NEW BUSINESS**

Dr. Nania reminded the Board members they need to cancel their hotel reservation if they will not be attending a Board meeting.

Dr. Nania announced that Otis Nickson has resigned as Bureau Director of Business and Design and the Department is currently looking for a replacement.

### **PRESENTATION OF PROPOSED STIPULATIONS THAT MAY HAVE BEEN SUBMITTED AFTER MAILING OF AGENDA**

None

### **CLOSED SESSION**

**MOTION:** Dennis Cerreta moved, seconded by Arno Haering, to convene to closed session to deliberate on cases following hearing (s. 19.85(1)(a), Stats.; to consider licensure or discipline (s. 19.85(1)(b), Stats.; to consider individual histories or disciplinary data (s. 19.85(1)(f), Stats. Roll Call Vote: Dennis Cerreta-yes, Arno Haering-yes, James Otto-yes. Motion carried unanimously.

Open Session closed at 11:55 a.m.

### **RECONVENE TO OPEN SESSION**

**MOTION:** Arno Haering moved, seconded by Dennis Cerreta, to reconvene into open session at 12:20 p.m. Motion carried unanimously.

### **VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION, IF VOTING IS APPROPRIATE**

**MOTION:** Dennis Cerreta moved, seconded by Arno Haering, to accept all decisions and motions made in closed session. Motion carried unanimously.

### **CASE CLOSING**

#### **02 ARC 004**

**MOTION:** Arno Haering moved, seconded by Dennis Cerreta, to close **02 ARC 004** for insufficient evidence. Motion carried unanimously.

### **ADMINISTRATIVE WARNING**

#### **03 ARC 002**

**MOTION:** Dennis Cerreta moved, seconded by Arno Haering, to approve administrative warning **03 ARC 002** as written. Motion carried unanimously.

**OTHERS THAT MAY BE SUBMITTED AFTER MAILING OF AGENDA**

None.

**REINSTATEMENT REQUESTS**

**JAMES MUSGRAVES**

**MOTION:** Arno Haering moved, seconded by Dennis Cerreta, to grant James Musgrave's request for reinstatement. Motion carried unanimously.

**PENDING APPLICATIONS**

None.

**MONITORING REPORT**

None.

**SUCH OTHER ITEMS AS AUTHORIZED BY LAW**

None.

**ADJOURNMENT**

**MOTION:** Arno Haering moved, seconded by Dennis Cerreta, to adjourn the meeting at 12:21 p.m. Motion carried unanimously.

**NEXT MEETING: November 12, 2003**